

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for E-Way Bill Generation

Dear [Recipient's Name],

I am writing to request the generation of an e-way bill for the upcoming transportation of goods associated with our recent order.

Details of the shipment are as follows:

- **Invoice Number:** [Invoice Number]
- **Order Number:** [Order Number]
- **Goods Description:** [Description of Goods]
- **Quantity:** [Quantity]
- **Value of Goods:** [Value]
- **Transporter Name:** [Transporter Name]
- **Transporter ID:** [Transporter ID]
- **Vehicle Number:** [Vehicle Number]
- **Destination Place:** [Destination]

Please let me know if you require any additional information or documentation to process this request.

I appreciate your prompt attention to this matter and look forward to your swift reply.

Thank you.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]